

Department of the Interior (DOI)
Designated Agency Safety and Health Official (DASHO) Council

Meeting Summary

April 21, 2011

Participants: Pam Malam (DOI/DASHO), Diane Schmitz (DOI/OSH), David Schuller (DOI/OSH), Armando Galindo (DOI/OSH), Steve Shackelton (NPS/DASHO), Steve McEntegart (OST), Ed Awni (OAPM, Maurice Banks (OSM), Joe Nassar (NBC/DASHO), Steve D'Antoni (NBC), Rose Capers-Webb (BOEMRE), Mary Parkinson (FWS), Paul Rauch (FWS), Jack Rever (IA/DASHO), Ray Eiley (BOR), Kaye Cook (HR/USGS), Carole Carter-Pfisterer (BLM/DASHO), James Robison (OIG), Beverly Boyd (HR/BOEMRE), Margie Krom (HR/BOEMRE), Kathy Greer (BLM), Paul Gargano (USGS), Bill Miller (USGS), Jim Meredith (BOR), Cathy Hulick (HR/BOR), Delores Everett (HR/BLM), Sam Doutrich (NBC), Nicole Kelsch (HR/BOR), Dan Bouchwer (HR/NBC), Stephanie Culligan (HR/NBC), Sharon Vernetta (HR/NBC), Paul Holley (IA), Bob Garbe (DOI/OSH), Barry Noll (DOI/OSH), Kathy Cannavino (FWS), and Karen Murrietta (NBC).

Agenda Topics

The following agenda topics were discussed: Data Analysis Project presentation, Safety and Health Council report, Power Initiative & Work Group Charter, and the Safe Driver Award presentation.

Facility Condition Assessment System – Ed Awni

Ed Awni briefed the DASHO Council on the recent approval from the OS Investment Review Board (IRB) to proceed with a pilot project for a facilities condition assessment system. The facility condition assessment system is designed as an early warning, broad brush identification of potential areas of hazards within the context of facilities, it's not meant for in-depth analysis. The system will allow users to see potential facilities hazard areas which can then be targeted for in-depth analysis as a second level of surveys. The system integrates facility issues with safety and environmental compliance. Pam asked what the timeline would be for the bureaus to begin using the facility condition assessment system. Ed stated the system is not expected to be ready for bureau use until FY 2012 due to system design and finalization needs prior to official roll out. In addition, Pam stated that Armando Galindo would be a resource for Ed to work with.

Data Analysis Project – Armando Galindo

Armando Galindo presented the DASHO Council with a synopsis of the 2009 Data Analysis Project. The complete report and PowerPoint presentation was sent to all DASHOs prior to this meeting. Once the 2009 data analysis report is finalized, it will be accessible through the DOI SafetyNet at <http://www.doi.gov/safetynet/>

On completion of the data analysis presentation, Steve Shackelton stated the presentation was one of the best he'd ever seen. In addition, a question was posed as to what the benchmarks were for safety incidence across the Department in comparison to other agencies. Armando stated the only other agency similar in scope of work to the DOI is the USDA, Forest Service. Armando also stated he would begin dialogue with the Forest Service to try to establish DOI specific benchmarks. Furthermore, Ed Awni suggested Armando establish an incidence rate per 100 employees to use in comparison among the bureaus. Armando stated that the 2009 data analysis project was to analyze the Department's injury and illness cases in-depth, not to conduct an outward approach for agency or bureau comparison.

Based on the high injury rates within the Wildland Fire Program (30% Seasonal employees and 20% overall within the DOI), Barry Noll suggested the Wildland Fire Program be looked at as a separate organization when the DOI conducts its Safety and Health Program evaluations; essentially conducting a safety and health program evaluation of the Wildland Fire Program similar to one conducted at a bureau. Pam stated she had a conversation with Kim Thorsen (Director, Office of Law Enforcement, Security, and Emergency Management [OLESEM]) about the same subject and Kim thought it was a great idea. Furthermore, Pam stated that Kim was very interested in a horizontal look at the Wildland Fire Program and a safety evaluation that cuts across that function.

After the Wildland fire discussion, Diane Schmitz recommended for Council consideration that the OLESEM have a DASHO representative at future Council meetings. Pam concurred with Diane's recommendation with no dissent heard from the Council.

Pam asked if there were visitor injuries looked at in the 2009 data analysis. Armando stated there was no analysis of visitor cases due to the fact that the Safety Management Information System (SMIS) visitor injury database is currently incomplete. Steve further suggested room for improvement in SMIS and suggested developing Departmental protocols for visitor injury and fatality reporting. Pam suggested Steve assist with developing a Charter for a working group for a more focused approach to visitor safety and reporting issues raised. Mr. Shackelton concurred and offered to work on a Problem Statement. Pam suggested collective development of a Problem Statement by all bureaus that have a vested interest due to public visitation. Jim Meredith shared information related to a Federal Inter-Agency Work Group, led by the NPS, focused on visitor protection and safety issues that could possibly address similar visitor topics discussed by the Council.

DOI Occupational Safety and Health Council Report – Rose Capers-Webb

Ms Capers-Webb briefed the work completed at the last DOI Occupational Safety and Health Council (SHC) meeting held in Arlington Va., March 15-16, 2011. A brief work summary is presented below. To view the full meeting summary, please go to SafetyNet at

http://www.doi.gov/safetynet/information/councils/meetings/shc_2008.html

- **Work Group Updates:** The established working groups briefed the status of their group's progress to date: Wildland Fire (Rod Bloms), Watercraft Safety (Barry Noll), Industrial Hygiene (Bob Garbe), Emergency Management (Barry Noll), and Off-Highway Vehicle [OHV] (David Schuller).
- **Safety Week:** The SHC discussed and agreed to establish the first full week of April of each year as "Safety Week."
- The SHC unanimously approved to forward to the DASHO Council for review the newly revised 485 DM Chapter 8, *Employee Reports of Unsafe Conditions and Allegations of Reprisal*.
- Armando Galindo briefed SMIS upgrade status.
- The SHC reviewed and voted unanimously to approve the OHV Charter.
- Work group charters were discussed overall, to include the establish of criteria for charter requirement. In addition, the SHC agreed on a standard charter format.
- Bureau safety and health program activities were presented by each bureau safety and health program manager.
- Serious Accident Investigation training curriculum and materials were tabled until next meeting for further bureau review.
- Senior Executive Safety Training Course development status was briefed by Shari Hanscomb and Moira Steinberg, from the DOI Training Division. The SHC was impressed with the new course development direction taken by OSH and the training division staff.
- **Next SHC Meeting:** May 24-25, 2011 at the U.S. Fish and Wildlife Service office complex in Arlington Va.

Carole Carter-Pfisterer asked what the vision was for the new Executive Safety Training Course. Pam stated that OSH is revamping the distance learning format for safety and health training. Upon completion, the course will become mandatory training for Department senior executives and is designed to give them a broad overview of their roles and responsibilities in the Department's Safety and Health Program. Pam assigned Dave Schuller to provide the DASHO Council an overview of the new executive training course at the next meeting.

POWER Task Force – Pam Malam

Pam opened up the discussion about the DASHO Council putting together a Task Force and Work Groups to address the Department's strategies to meet the new, more stringent injury and illness reduction goals established by the Presidential Initiative. The DASHO Working Group Charter was presented that described the formulation of two sub-groups: one to address the safety goals portion of the initiative and the other to address the strategies to meet the workers' compensation goals. Pam envisioned mixed groups to address each of the respective goal topics to allow for greater perspective, creativity, and idea sharing within each group. Pam doesn't want groups consisting of just HR representatives or safety representatives focusing on their respective goals.

Council membership and travel concerns were brought up by Carole Carter-Pfisterer. Pam wants people on the work groups with field experience and members from a higher management level. Teleconference and other less costly meeting formats should be used to reduce overall expenses to the bureaus or offices. Pam suggested the work group action be complete by the end of May 2011. Her primary concern is with meeting the current FY 2011 goals. Pam left the option to readdress the timeline if the Council felt more time would be needed. Furthermore, Pam requested email nominations of two or three candidates from each bureau or office for work groups' composition.

National Safety Council Award Presentation – Debra Ferris

Debra presented the National Safety Council (NSC) 2010 *Safe Driver Award* to the Department of the Interior. General Services Administration (GSA) partnered with the NSC to offer free on-line Defensive Driver training courses to anyone who operates a GSA vehicle. The DOI won the 2010 *Safe Driver Award* as the government agency with the most employees trained in defensive driving.

Debra briefed the Council on the status of the DOI NSC membership and subsequent additional benefits offered to members.

Occupational Safety and Health Administration (OSHA) Citations – Pam Malam

Pam briefed the Council on the OSHA citations that have been coming in to the DOI Departmental DASHO from one of OSHA's regions. Once received at the Department, Pam assigns them to OSH for tracking and bureau follow-up to assure the Department is being responsive to OSHA. The review of the citations provided disturbing insight with the occurrence of "repeat" violations. Pam stated that "repeat" violations are unacceptable. Pam is seeking bureau assistance in ways to track and communicate action to address these types of violations.

Kathy Greer, BLM Safety and Health Program Manager, provided the Council insight into how BLM handles the OSHA citations they receive. Essentially, BLM is trying to assure their operating units receive the citation notices for prevention purposes. Pam asked the bureaus to look at accountability for operating managers who continue to receive "repeat" violations. Jack Rever concurs with Pam's vision regarding accountability. Ed mentioned that the Facility Condition Assessment System would potentially address these types of OSHA violations. Diane stated that when OSHA citations are received at the Department, they will be sent directly to the respective bureau DASHO, and the Safety and Health Program Manager.

Next DASHO Council Meeting

The next DASHO council meeting will be held July 21, 2011 from 09:30 – 11:00 (E.S.T), room to be announced.

Action Item Summary

Tasks	Responsibility	Deadline
<ul style="list-style-type: none"> Each bureau DASHO shall provide two to three names of individuals who will participate in the respective POWER Task Force and Work Groups (Workers Comp & Safety). 	All Bureaus/Offices	04/29/2011
<ul style="list-style-type: none"> David Schuller will provide the Council with an overview of the new Executive Safety and Health Training Course currently under development. 	David Schuller /OSH	7/21/2011